



Instructional Management System (IMS) Concierge Service

Empowering Kentucky's Teachers and Leaders for Success

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IMS Access, Roles & Permissions



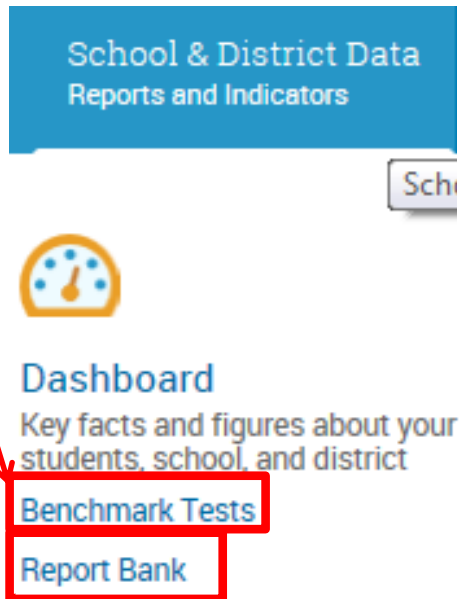
- ▶ System Functionality by Role
- ▶ KDE Employee Access Request

System(s)	<div><input type="checkbox"/> Continuous Instructional Improvement Technology System (CIITS)</div> <div><input type="checkbox"/> Infinite Campus / Kentucky Student Information System (KSIS)</div> <p>Choose the system(s) you wish to access.</p>
Data Need	<div>Analyst, Specialist, etc.</div> <p>Please describe the type of data you need to access.</p>

School & District Data



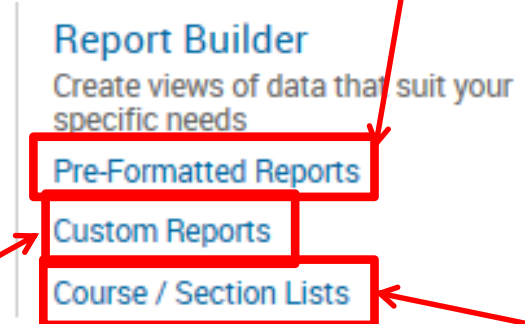
Benchmark Tests – School districts use benchmark assessment data to make informative decisions around curriculum, professional development, teaching, intervention and enrichment. The Benchmark Tests Reports makes it easier for administrators to access the results of district benchmarks in the reporting formats preferred by each school district.



Report Bank – Report Bank reveals a collection of saved items that make it easy for school districts to build and re-run reports. State Published Reports are located here.

Custom Reports – When the reporting needs to extended beyond the capabilities of the pre-formatted reports, there is the option for creating custom reports. By creating a custom report, school districts can utilize greater flexibility in providing data to target their district's population and performance. Custom reports allows users to create customized groups of students (Student Sets) to report aggregated or student level data. Further specifications, data constraints, and viewing options allow for a truly customized report.

Pre-Formatted Reports – Pre-Formatted Reports are designed to highlight district characteristics that are critical to performance-driven schooling and allow school districts to track trends in student demographics and test scores. They are designed to save time because the report criteria has already been defined. Only enter criteria for the ones necessary for your desired report.



Course/Section Lists – allow the user to run reports for students enrolled in specific courses and/or sections (by teacher)

Saved Reports – Saved Reports includes a collection of Complete Reports, Report Parameters, and Student Sets that have been created and saved.

School & District Data



Report Bank – GAP, MAP, STAR, DEA, K-Prep, K-Prep EOC, Alt. K-Prep, GT, LEP, SWD, ACT, Kindergarten, CCR, Student Growth

GAP reports are used by Schools & Districts to fill out their CSIP & CDIP with ASSIST

MAP, STAR & DEA Reports are a quick and simple way for Schools & Districts to view their Benchmark Data

K-Prep, K-Prep EOC & Alt. K-Prep, GT, LEP, SWD Reports are a quick and simple way for Schools & Districts to view K-Prep Data for all students as well as students enrolled in these Programs

Benchmark Reports– Standards Mastery, Standards by School, Overall Performance, Item Analysis

Schools & Districts create and administer Benchmark Assessments in CIITS and then run reports on that data

Pre-Formatted Reports– Standardized Assessment Performance, Benchmark Performance by Standard, Benchmark Performance by Subject, Benchmark Test Item Analysis, Benchmark Test Score Group Analysis

Easiest way for Schools & Districts to create and run reports not already published in the Report Bank

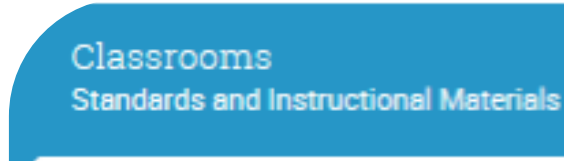
Course Section List– Student Listing Reports by school year, school type, school, grade level, department, course and teacher

Schools & Districts can drill down to a course or teacher to create a student listing to view data

Custom & Saved Reports– Create & Save Aggregate Custom Reports and Student Level Analysis Spreadsheets from scratch

Schools & Districts can create their own reports from scratch to best suite their needs

Classrooms



Student Performance

Student Performance– Student Performance allows teachers and instructional managers to generate reports and access instruction-focused data. Users will see Dashboard views with details for each section, indicating the standards covered, students enrolled, and student mastery of each. Users can report on student benchmarks for any assessment items that are aligned to a core set of standards.

Student Groups– Teachers can create and add students into a student group. Use student groups to organize students by performance or other criteria. All features may be viewed at the section or course level.

Student Groups

For differentiated instruction



Student Workspaces

Student Workspaces– From Classrooms, Student Workspaces provide teachers and administrators with the ability to view the workplaces created by their students, as well as current and prior year portfolios.

Lesson Planner– The Lesson Planner is the calendar and scheduling tool that helps teachers and Instructional Managers coordinate long-term curricular unit, medium-term instructional unit, and daily lesson plan materials. Through the lesson planner a user can schedule materials, create events, schedule standards and submit to supervisor for approval.

Lesson Planner

Assignments– Teachers can create and schedule assignments to students. This is where teachers can view and manage assignments that have been scheduled for their students. Assignments provides a complete list of all the resource materials that have been scheduled and includes the material title, section, and due dates.

Instructional Materials– Instructional materials home page provides administrators and teachers the ability to search for Materials, Standards, Curricular Materials, or Courses already provided in the bank. Users can also create standards aligned materials and submit for approval to be added to the bank.

Instructional Materials

Find standards, curricular materials, courses and resources

Assignments

Curriculum Manager

Curriculum Manager– State, and district curriculum managers can create, copy, edit, upload and publish valuable curricula. Easily manage and organize curricula and share best practice materials with affiliated districts and schools. Material can be scheduled and mapped to specific courses.





Assessment Admin

Dashboard– Assessment dashboard is available for administrators and teachers to quickly view and manage assessments that have been created for their sections or school district.



Dashboard

Quickly view the tests most relevant to you or search for a specific test

Co-Authoring

Collaborate with other users on items, passages, rubrics and

Co-Authoring– Users can co-author test items, passages, rubrics, or assessments with other users from any institution in the system with access to Assessment Admin. Co-authors can be restricted to View Only access or be given permission to edit the item.

Manage Test Windows– District and state users can use the Plan page to enter their benchmark testing schedule before creating the tests. Creating the test windows and then linking the appropriate assessments targeted for administration during those periods allows for the display of the testing windows in the unified district calendar. This helps provide additional visibility for upcoming district benchmarks.



Create

Tests, Items, Passages, and Rubrics

Print

Answer Sheets, Student Usernames, and Booklets

Schedule, Assign, Choose Options

Create start dates, set online options and assign tests to students

View & Score Responses

Track Completion Rates

See how many students have completed each test

Manage Test Windows

Create– The Create sub navigation in Assessment Admin provides test creators with options for creating new tests manually or as an express test. It also includes quick links to create, preview, and save new test items, passages, and rubrics.



Find a Test

Find an Item, Passage or Rubric

Find an item, Passage or Rubric– Item Central is a repository used by test administrators to create and manage all items, passages and rubrics that are available in Assessment Admin. Item Central enables test creators to quickly generate assessments by selecting items and passages from a central assessment bank. These items can also be assigned a scoring rubric and aligned to a standard to measure student performance.

Find a Test– Test Central houses all tests in the Assessment Admin module. This repository includes tests from all academic years when your district has used Assessment Admin, and provides a series of search parameters and options to navigate the test bank.